

## Job Description

<b>Job Title:</b>	<b>Catering/ Lunchtime Assistant</b>
<b>Scale:</b>	<b>Grade 1 SCP 3</b>
<b>Hours:</b>	<b>17.5 hours per week Monday to Friday 10.30am to 2pm. Term time only</b>
<b>Responsible to:</b>	Catering Manager/ Business Manager
Well-being and Appraisal:	HR Manager
Focus:	<ul style="list-style-type: none"> <li>To assist in the preparation and delivery of catering services, carrying out all duties to the required high standards of food hygiene/ handling and safe working practices.</li> <li>To assist in a safe lunchtime provision.</li> </ul>

<b>Key Area of Responsibility</b>	<b>Brief Outline</b>
Generic responsibilities	<ul style="list-style-type: none"> <li>Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure;</li> <li>To model the values, ethos and vision of the Trust;</li> <li>To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, students and other information of a sensitive or confidential nature.</li> </ul>
Specific responsibilities	<ul style="list-style-type: none"> <li>To wash up dishes etc. in compliance with correct procedures to ensure hygiene standards are maintained.</li> <li>Operate the dishwasher following correct usage procedures to ensure optimum results.</li> <li>Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc. are used to ensure hygiene standards are maintained.</li> <li>Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with Trust health and hygiene procedures.</li> <li>To clean trays, tables and floor surfaces during and immediately after lunchtimes to ensure that the dining area is left in a tidy condition.</li> <li>Serve meals, snacks and beverages, ensuring hygiene/ food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.</li> <li>Assist with the operation of the kitchen laundry as required.</li> <li>Assist with the delivery storage and management of food stocks in line with health and safety and hygiene regulations.</li> <li>To supervise areas of the school throughout the lunchtime, whether inside or outside the dining areas, including corridors, main hall and outside areas; in accordance with the instructions of the Catering Manager, Business Manager and Senior Leadership Team.</li> <li>To support and manage the behaviour of students in line with Trust policy.</li> <li>To encourage students' healthy eating.</li> <li>To follow the health and safety policy of the Trust, report any incidents/ accidents/ hazards and take a pro-active approach to health and safety matters.</li> <li>To ensure that students queue for lunch in an orderly and safe manner.</li> <li>To deal with any immediate problems or emergencies according to the Trust's policies and procedures.</li> <li>To supervise in any other areas during lunchtimes as directed by the Catering Manager, Business Manager or Headteacher.</li> </ul>

Special Conditions	<ul style="list-style-type: none"><li>• The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties;</li><li>• The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager;</li><li>• The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;</li><li>• An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.</li></ul>
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**The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.**

### Person Specification

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<b>Application</b>	<ul style="list-style-type: none"> <li>Application form.</li> <li>Fully supported in references.</li> </ul>		Application/ references
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>First Aid.</li> <li>Food Hygiene.</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school setting/ environment.</li> </ul>	Application/ interview
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Be articulate and able to converse confidently in a pleasant and professional manner.</li> <li>The ability to communicate both orally and in writing.</li> <li>Be prepared to undertake training in health and safety, safeguarding, fire procedures and all other relevant legislations.</li> </ul>	<ul style="list-style-type: none"> <li>Able to use Microsoft Office e.g. Word and Excel.</li> <li>Working knowledge of health and safety, safeguarding, fire procedures and all other relevant legislations.</li> </ul>	
<b>Specific behaviours relevant to the post</b>	<ul style="list-style-type: none"> <li>Flexible approach to work.</li> <li>Ability to be punctual.</li> <li>The ability to solve problems logically.</li> <li>The ability to work as an effective member of a team.</li> <li>Self-motivated.</li> </ul>		Application/ interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Smart appearance.</li> </ul>		